

New THOR Bulletin Board Instructions

Navigating to the bulletins

- 1. www.noridianmedicare.com
- 2. Choose Provider
- 3. Read/Accept the copyright statement
- 4. You are now on the Provider homepage titled Provider Services
- 5. Select Publications from offered tabs, choose either Medicare Part B Publications or Medicare Part A Publications
- 6. Select Bulletins from either the top of the left-hand column or from the numbered listing offered below the Publications page introductory paragraph.
- 7. You are now at the "Publications" page that is specific to bulletins.

Entering THOR's bulletin board

- 1. Click on "View and/or Search All Bulletins"
- 2. You will now be taken to a bulletin board that offers you Medicare A News, Medicare B News and Medicare A or B News Previews.

Please take a moment to read "What's happened to the Bulletin Board?"





Bulletins

What happened to the Bulletin Board?

Medicare A News

Medicare A News Previews

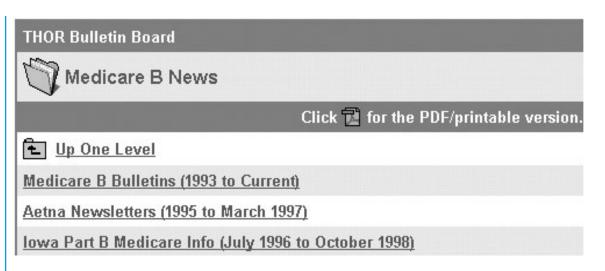
Medicare B News

Medicare B News Previews

Medicare A/B News Previews are articles scheduled for the next bulletin publication. Preview articles are more than likely already located under Latest Updates from the Provider Service homepage.

- 3. When selecting Medicare B News, you now have three options.
- View Medicare B News bulletin articles and special mailings from 1993 to current
- View articles published prior to Noridian's contract for AK, AZ, HI, NV, OR and WA listed under Aetna Newsletters or
- View articles published prior to Noridian's contract for Iowa listed under Iowa Part B
 Medicare Info

29305872 (3693)8-02

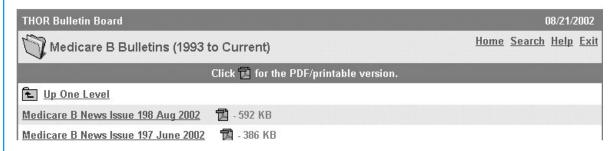


Iowa - Important

NOTE: Iowa bulletins located in the THOR bulletin board are in PDF format only. Only text articles are searchable in the THOR bulletin board. For those who wish to search and/ or view individual Iowa articles, you **must** use the "Iowa Archived Bulletins" link offered on the Publication page.

THOR bulletin board 'setup'

Bulletins and special mailings are sorted in descending order based upon publication dates. The bulletin name, issue number and publication date are offered from this page.



PDF:

Beginning November 1999, Portable Document Format (PDFs) were created for Medicare B News bulletins. There is a prompt centered above all of the bulletins, which instructs user to click on the indicated symbol to view the PDF version of the bulletin.

Text:

Individual bulletin articles can be viewed in a text format. By selecting the text title of a bulletin (instead of the PDF symbol described above), you will be taken to a new page that lists the bulletin title up in the beige section of your new screen. Article titles are then listed in ascending order. (Note: PDFs are not created for individual articles.) You can view, copy, print and/or paste individual articles by selecting the title. Article text offers the name of the bulletin the article was printed in, the heading it appeared in within the bulletin, the title of the article, applicable states, effective dates, sources of information and the date the article was posted to the THOR bulletin board. Enhancements such as bolding, italics, font color/size/style and table conversion have been added with the new bulletin board.

Search is automatically narrowed (Search Scope)

The search function offered in the THOR bulletin board narrows down the search results based upon how far you have entered into the bulletin board. If you choose the Search feature immediately after selecting Medicare B Bulletin (1993 to Current), your search results will pull data from all special mailings and Medicare B News located in this topic.

Bulletins can be viewed in their entirety by clicking on the PDF symbol next to the bulletin name.

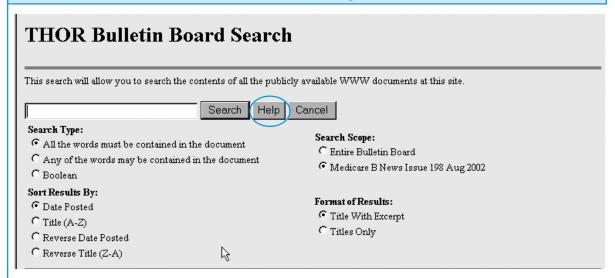
You can read a specific article by clicking on its title.

This had been accomplished with "down only" in the past.

If you select a bulletin title before you select Search, such as Medicare B News Issue 198, August 2002, your search results will only look at articles inside of Medicare B News, Issue 198.

Note: There is an option to search the entire bulletin board, including all Medicare A News, Medicare B News, MN Part A bulletin, Aetna Newsletters and Iowa Part B Medicare Info. This 'Search Scope' option is found in the search page as described below.

Search Usage



The information contained below is accessed by clicking on the 'Help' button of the Search page.

How do I search?

Type the word(s) you want to search for in the text box and click the search button to start the search. If successful, a list of articles that match your word(s) will be displayed.

Search Type:

All, searches for pages that contain two or more words

• e.g. If you enter "anesthesia conversion factors" into the search box, all pages containing those three words in any order should be found. The more words you enter the more likely you are to find your document.

Any, searches for pages which contain any one of a list of words

- e.g. If you enter "electrophysiological intraventricular", all pages referring to <u>either</u> term should be found. Boolean, searches for two or more terms combined using AND/OR/NOT Boolean logic
- e.g. If you enter "procedure not billing", all the documents that contain the word procedure but do not contain the word billing should be found.
- e.g. If you enter "(heart and failure) not congestive", documents containing both heart and failure that do not contain the word congestive should be found.

Search Scope:

Entire Bulletin Board, should return search results for all the articles to which you have access.

Down Only, will return search results for articles contained within the Topic listed next to this option. This will only search within the Topic that you were in when you clicked the search link.

Sort Results By:

Date, sorts the search results by the date last modified so the newest information should be displayed first.

Title, sorts the articles alphabetically by title ascending (A-Z)

Reverse Date, sorts the search results by the date last modified so the oldest information should be displayed first.

Reverse Title, sorts the articles alphabetically by title descending (Z-A)

Format of Results:

Titles With Excerpts, displays the article titles with a short excerpt from the file.

Titles Only, displays just the article titles. The search is case-insensitive, so identical results will be found for a search on "anesthesia", "Anesthesia" or "ANESTHESIA"

Medicare Part B Provider Call Center Telephone Information:	
AK	(877) 908-8431option 1
AZ	(877) 908-8431option 1
CO	(877) 908-8431option 1
HI	(877) 908-8431option 1
IA	(866) 502-9057
NV	(877) 908-8431option 1
ND	(877) 908-8431option 1
OR	(877) 908-8431option 1
SD	(877) 908-8431option 1
WA	(877) 908-8431option 1
WY	(877) 908-8431option 1

If you have further questions or you have problems with any of these features please contact THOR Support 1-800-544-THOR (8467) Monday – Friday 8:00am to 4:30pm CST or email thor.org. When emailing please try to include your browser type (i.e. Internet Explorer, Netscape Navigator...), version (i.e. 5.0, 5.5, 6.2), and operating system (i.e. Windows 95, 98, NT, 2000 – Mac OSx).